

**College of the Albemarle
1999-2001 Catalog Addendum**

Supplement for 1999-2001 catalog





1999-2001 Catalog Addendum

Pages cited in this publication refer to the College of The Albemarle 1999-2001 Catalog, Volume 24

Pg. 7, Fall Semester 2000

Revised Calendar

Registration	Mon-Mon July 17-24
Faculty Report	Thur Aug 17
First day of classes	Mon Aug 21
Last day to register or add classes	Wed Aug 23
End of refund period	Wed Aug 30
Labor Day Holiday (offices closed)	Mon Sept 4
Instructors conference (no classes)	Mon & Tues Oct 9-10
Last day to withdrawal without penalty	Wed Oct 18
Last day of first 8-week session	Wed Oct 18
First day of second 8-week session	Thur Oct 19
Preregistration-See Advisor for Sched.	Mon-Mon Oct 30-Nov 27
Thanksgiving Holiday(no classes)	Wed-Fri Nov 22-24
Thanksgiving Holiday(offices closed)	Thur-Fri Nov 23-24
Registration for Spring Semester	Tues-Mon Nov 28-Dec 4
Last day for Semester Classes	Mon Dec 11
Exam Week	Tues-Mon Dec 12-18
Fall Semester Ends	Mon Dec 18
Winter Holidays (offices closed)	Mon-Mon Dec 25- Jan 1

Pg. 45, Associate in Arts (A 10 10 0)

General Education (44 SHC)

D. Natural Sciences (8 SHC)

Select two courses including accompanying laboratory work, which have been approved to satisfy the CAA general education core requirement in Natural Science having the following prefixes: AST, BIO, CHM, PHY.

Pg. 47, Associate in General Education (A 10 30 0)

General Education (15 SHC)

D. Natural Sciences/Mathematics (3 SHC)-Select one science course which has the following prefixes: AST, BIO, CHM, PHS, PHY or select one mathematics course from MAT 155 or higher.

Electives (39 SHC)-Select thirty-nine (39) additional hours from general education and professional courses which have the following prefixes: ACA, ACC, ART, AST, BIO, BUS, CET, CHM, CIS, CJC, COE (limited to 1shc) COM, CSC, DAN, DDF, DFT, DRA, ECO, EDU, EGR, ELN, ENG, FRE, GEO, HEA, HIS, HUM, LEX, MAT, MED, MKT, MUS, NET, NUR, OST, PED, PHS, PHY, POL, PSY, RED, RLS, SOC, SPA, TAT.

Pg. 48, Associate in Science (A 10 40 0)

Other Required Courses (21 SHC)

Sciences (8 SHC) Select courses from the CAA Course List in AST, BIO, CHM 151 or higher, PHS, or PHY 151 or higher

Pg. 50, Programs of Study

Change:

EDR 220 to EGR 220

EDR 225 to EGR 225

GEO 111 World Regional Geo.

GEO 112 Cultural Geography

GEO 113 Economic Geography

GEO 130 Gen. Physical Geography

LAT 111 Elementary Latin I

LAT 112 Elementary Latin II

LAT 181 Latin Lab 1

LAT 182 Latin Lab 2

LAT 211 Inter. Latin I

LAT 212 Inter. Latin II

LAT 281 Latin Lab 3

LAT 282 Latin Lab 4

MUS 132 Chorus II

POR 111 Elem. Portuguese I

POR 112 Elem. Portuguese II

POR 141 Culture & Civilization

POR 181 Portuguese Lab 1

POR 182 Portuguese Lab 2

POR 211 Inter. Portuguese I

POR 212 Inter. Portuguese II

POR 221 Portuguese Conversation

POR 231 Reading & Composition

POR 281 Portuguese Lab 3

POR 282 Portuguese Lab 4

GEN ED: Soc. Sciences

GEN ED: Soc. Sciences

GEN ED: Soc. Sciences

GEN ED: Soc. Sciences

GEN ED: Hum/Fine Arts

GEN ED: Hum/Fine Arts

Pre-Major/Elective

Pre-Major/Elective

GEN ED: Hum/Fine Arts

GEN ED: Hum/Fine Arts

Pre-Major/Elective

Pre-Major/Elective

Pre-Major/Elective

GEN ED: Hum/Fine Arts

GEN ED: Hum/Fine Arts

Pre-Major/Elective

Pre-Major/Elective

Pre-Major/Elective

GEN ED: Hum/Fine Arts

GEN ED: Hum/Fine Arts

Pre-Major/Elective

Pre-Major/Elective

Pre-Major/Elective

Pre-Major/Elective

Pg. 52, Marine Technology (A 15 32 0)

(Associate in Applied Science)

(Offered only at the Dare County campus)

First Year

First Semester (Fall)

	Class	Lab	Credit
HEA 112 First Aid & CPR	1	2	2
MAT 121 Algebra/Trig I	2	2	3
MSC 110 Training Cruise I	0	3	1
MSC 122 Boat Handling/Seamanship	2	3	3
MSC 132 Fishing Gear Tech. I	2	3	3
MSC 162 Oceanography I	3	0	3
MSC 172 Marine Biology	2	3	<u>3</u>
			18

Second Semester (Spring)

CIS 111 Basic PC Literacy	1	2	2
MSC 112 Training Cruise II	0	3	1
MSC 124 Industrial Skills	1	4	3
MSC 150 Navigation	2	3	3
MSC 154 Marine Photography	2	2	3
MSC 276 Marine Vertebrate Zoology	3	2	<u>4</u>
			16

Third Semester (Summer)

MSC 114 Training Cruise III	0	3	1
MSC 126 Marine Engines	1	2	2
MSC 134 Fishing Gear Tech. II	1	2	2
MSC 152 Marine Instrumentation	1	2	2
MSC 164 Oceanography II	1	2	2
MSC 182 Water Analysis	1	2	<u>2</u>
			11

Second Year

First Semester (Fall)

ENG 111 Expository Writing	3	0	3
MSC 174 Marine Invertebrate Zoology	3	2	4
MSC 216 Training Cruise IV	0	3	1
COM 231 Public Speaking	3	0	3
Behavioral/Soc. Science Elective	3	0	3
Humanities/Fine Arts Elective	3	0	<u>3</u>
			17

Second Semester (Spring)

ELN 114 Marine Electronics	1	2	2
ENG 114 Prof. Research/Reporting	3	0	3
MSC 218 Training Cruise V	0	3	1
MSC 254 Marine Data Processing	1	3	2
MSC 256 Cartography/Hydrographic Survey	1	3	2
MSC 258 Multimedia Presentations	0	3	1
MSC 282 Water Analysis II	1	3	2
PED 000 Phys Ed Elective	1	1	<u>1</u>
			14

Total Hours Required for Graduation

76

Pg. 52, Business Administration (A 25 12 0)

FIRST YEAR

First Semester (Fall)

	Class	Lab	Credit
BUS 115 Business Law I	3	0	3
BUS 110 Intro to Business	3	0	3
ENG 111 Expository Writing	3	0	3
ECO 251 Prin. of Microeconomics	3	0	3
CIS 110 Intro to Computers	2	2	3
OST 286 Prof. Development	3	0	<u>3</u>
			18

Second Semester (Spring)

BUS 121 Business Mathematics or Co-op	2	2	3
ENG 114 Prof. Research & Reporting or ENG 112 or ENG 113	3	0	3
BUS 137 Principles of Management	3	0	3
CIS 120 Spreadsheets I	2	2	3
OST 136 Word Processing	1	2	2
CIS 172 Intro to Internet	2	3	<u>3</u>
			17

Third Semester (Summer)

MAT 115 Math Models or MAT 121	2	2	3
ACC 130 Business Income Taxes or Co-op	2	2	3
PED 000 Elective	0	3	<u>1</u>
			7

SECOND YEAR

First Semester (Fall)

Elective (Humanities or Fine Art)	3	0	3
CIS 169 Business Presentations or CIS 220	1	2	2
CIS 152 Database Con. & Apps.	2	2	3
ACC 120 Principles of Accounting I	3	2	4
MKT 120 Principles of Marketing	3	0	<u>3</u>
			15

Second Semester (Spring)

COM 231 Public Speaking	3	0	3
ACC 121 Principles of Accounting II	3	2	4
Elective (Social/Behavioral Science)	3	0	3
BUS 285 Business Management Issues	2	2	3
ACC 150 Computerized General Ledger	1	2	2
ACC 140 Payroll Accounting	1	2	<u>2</u>
			17

Total Hours for Graduation

74

Pg. 52, Information Systems (A 25 26 0)

FIRST YEAR

First Semester(Fall)

	Class	Lab	Credit
Elective (Humanities/Fine Arts)	3	0	3
CIS 110 Intro to Computers	2	2	3
ENG 111 Expository Writing	3	0	3
CIS 172 Intro to the Internet	2	3	3
MAT 115 Math Models or MAT 121	2	2	<u>3</u>
			15

Second Semester (Spring)

CIS 115 Intro to Prog & Logic	2	2	3
ENG 114 Prof. Research & Reporting or ENG 112 or ENG 113	3	0	3
BUS 137 Principles of Management	3	0	3
CIS 130 Survey of Operating Systems	2	3	3
CIS 120 Spreadsheets I	2	2	3
OST 136 Word Processing	1	2	<u>2</u>
			17

Third Semester (Summer)

CIS 220 Spreadsheets II or Co-op	1	2	2
CIS 147 Operating System-Windows	2	2	3
NET 110 Data Comm./Networking	2	2	<u>3</u>
			8

SECOND YEAR

First Semester (Fall)

CIS 286 Sys. Analysis & Design or CIS 227	3	0	3
PED 000 Physical Education Elective	0	3	1
CIS 152 Dbas Con. & Applications	2	2	3
CIS 165 Desktop Publishing	2	2	3
CIS 169 Business Presentations or Co-op	1	2	2
ACC 120 Principles of Accounting I	3	2	<u>4</u>
			16

Second Semester (Spring)

CIS 153 Database Application	2	2	3
CIS 288 System Project(IS/ISP)	1	4	3
BUS 285 Bus. Man. Issues or ECO 252	2	2	3
CIS 215 Hardware Instl/Maint	2	3	3
COM 231 Public Speaking	3	0	3
Elective (Social/Behavioral Science)	3	0	<u>3</u>
			18

Total Hours Required for Graduation

74

Pg. 52, Information Systems Certificate Program

Fall Semester

	Class	Lab	Credit
CIS 130 Survey of Operating Systems	2	3	3
CIS 120 Spreadsheets I	2	2	3
OST 136 Word Processing I	1	2	2

Spring Semester

CIS 152 Database I	2	2	3
CIS 165 Desktop Publishing	2	2	3

Total Hours Required for Certificate

14

Pg. 52, Networking Certificate (Pending approval)

Pg. 53, Information Systems-Programming (A 25 26 E)
is now known as **Computer Programming (A 25 13 0)**

Pg. 53, Computer Programming (A 25 13 0) **(Associate in Applied Science)**

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations. Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve. Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

FIRST YEAR

First Semester (Fall)

	Class	Lab	Credit
ENG 111 Expository Writing	3	0	3
CSC 139 Visual Basic Programming	2	3	3
MAT 115 Math Models	2	2	3
CIS 110 Intro to Computers	2	2	3
CIS 115 Intro to Programming and Logic	2	2	<u>3</u>
			15

Second Semester (Spring)

ENG 113 Literature Based Research or ENG 112 or ENG 114	3	0	3
ACC 120 Principles of Accounting I	3	2	4
CIS 130 Survey of Operating Systems	2	3	3
CSC 239 Advanced Visual Basic	2	3	3
CSC 133 C Programming	2	3	<u>3</u>
			16

Third Semester (Summer)

NET 110 Data Comm/Networking	2	2	3
CIS 147 Oper. Windows-Windows or CSC 246	2	2	3
Elective(Humanities/Fine Arts)	3	0	3
PED 000 Physical Education Elective		Varies	<u>1</u>
			10

SECOND YEAR

First Semester (Fall)

CIS 152 Dbase Con. & Applications	2	2	3
CSC 134 C++ Programming	2	3	3
CIS 286 Systems Analysis & Design	3	0	3
^CSC 131 Assembly Programming	2	3	3
CSC 148 Java Programming	2	3	3
COM 110 Intro to Communication	3	0	<u>3</u>
			18

Second Semester (Spring)

CIS 288 Systems Project	1	4	3
CIS 153 Database Appl. Or Co-op	2	2	3
Elective (Social/Behavior Science)	3	0	3
CSC 234 Adv. C++ Programming	2	3	3
CSC 248 Adv. Internet Programming	2	3	<u>3</u>
			15

Total Semester Required for Graduation

74

^Students who are not considering transferring to a 4-year institution may take Cooperative Education

Pg. 53, Office Systems Technology (A 25 36 0)

MAT 145 may not be substituted for MAT 115

Add: OST 286 Professional Development

Co-op credits may be substituted for the following classes
(maximum 6 hrs. co-op substitution)

*BUS 110 Introduction to Business

*BUS 260 Business Communications

*CIS 165 Desktop Publishing

Co-op may not be substituted for BUS 121 Business Math

	Class	Lab	Credit
OST 134 Text Entry & Formatting should be:	2	2	3
Total semester hours required for graduation			73

Pg. 54, Office Systems Technology-Medical (A 25 36 B)
is now known as **Medical Office Administration (A 25 31 0)**

Pg. 54, Medical Office Administration (A 25 31 0)
(Associate in Applied Science)

FIRST YEAR

First Semester(Fall)	Class	Lab	Credit
OST 286 Professional Development	3	0	3
CIS 110 Intro to Computers	2	2	3
ENG 111 Expository Writing	3	0	3
MED 121 Medical Terminology I	3	0	3
ACC 120 Prin. of Accounting I	3	2	<u>4</u>
			16

Second Semester(Spring)

BIO 161 Intro to Human Biology	3	0	3
MED 122 Medical Terminology II	3	0	3
OST 132 Keyboarding Skill Bldg.	1	2	2
OST 136 Word Processing	1	2	2
OST 164 Text Editing & Appls.	3	0	3
Social/Behavioral Science Elective	3	0	<u>3</u>
			16

Third Semester(Summer)

	Class	Lab	Credit
CIS 152 Database Concepts & Appls.	2	2	3
OST 133 Adv. Keyboard Skill Bldg.	1	2	2
Humanities/Fine Arts Elective	3	0	<u>3</u>
			8

SECOND YEAR**First Semester(Fall)**

OST 184 Records Management or Co-op	1	2	2
OST 134 Text Editing & Formatting	2	2	3
OST 148 Med Coding Bill. & Insurance	3	0	3
OST 236 Adv. Word/Info Proc	2	2	3
OST 241 Med Office Transcription I	1	2	2
MAT 115 Math Models or MAT 121	2	2	<u>3</u>
			16

Second Semester(Spring)

+BUS 260 Business Communication	3	0	3
OST 149 Medical Legal Issues	2	0	2
OST 289 Office Systems Management	2	2	3
ENG 114 Professional Res. & Reporting or ENG 112 or ENG 113	3	0	3
PED 000 Physical Education Elective	0	3	1
OST 243 Medical Office Simulation	2	2	3
OST 242 Medical Office Transcription II	1	2	<u>2</u>
			17

Total Semester Credit Hours Required for Graduation			73
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Pg. 54, Paralegal Technology (A 25 38 0)

Delete: MAT 145 may not be a substitute for MAT 115

	Class	Lab	Credit
Change ACC 130 Business Income Taxes to:	2	2	3
Change LEX 130 Civil Injuries to:	3	0	3
Change LEX 240 Family Law to:	3	0	3
Change LEX 210 Real Property I to:	3	0	3
Total Hours Required for Graduation			73

Pg. 55, Travel and Tourism Technology (A 25 44 0)

Associate in Applied Science Degree is terminating.

Pg. 56, Airline Specialist Certificate

	Class	Lab	Credit
TAT 112 Domestic Reservations & Ticketing	3	2	4
TAT 114 International Reservations & Ticketing	3	2	4
TAT 122 Cars, Rails, & Rooms	3	2	4
Total Semester Hours Required for Certificate			12

Pg. 56, Cruise Marketing & Leisure Sales Specialist Certificate

	Class	Lab	Credit
TAT 116 World Destinations I	3	0	3
TAT 118 World Destinations II	3	0	3
TAT 120 World Destinations III	3	0	3
TAT 210 Travel Sales & Marketing	4	0	4
TAT 212 Cruise Marketing & Sales	3	0	3
Total Semester Hours Required for Certificate			16

Pg. 56, Tour Planning Specialist Certificate

	Class	Lab	Credit
TAT 116 World Destinations I	3	0	3
TAT 118 World Destinations II	3	0	3
TAT 120 World Destinations III	3	0	3
TAT 210 Travel Sales & Marketing	4	0	4
TAT 214 Tour Planning and Escorting	3	0	3
Total Semester Hours Required for Certificate			16

Pg. 56, Air Conditioning, Heating, and Refrigeration Technology Certificate

This certificate can be completed in the Fall Semester each year.

FALL	Class	Lab	Credit
AHR 110 Intro. to Refrigeration	2	6	5
AHR 111 HVACR Electricity	2	2	3
AHR 112 Heating Technology	2	4	4
WLD 112 Basic Welding Processes	1	3	2
Total Hours Required for Certificate			14

Pg. 56, Carpentry (D 35 18 0) (Diploma)

Add:	Class	Lab	Credit
CAR 110 Introduction to Carpentry	2	0	2
Change:			
CAR 111 Carpentry I	3	15	8
CAR 112 Carpentry II	3	15	8

Pg. 56, Carpentry Certificate Program

This certificate can be completed in the Fall Semester each year.

Fall Semester	Class	Lab	Credit
CAR 110 Introduction to Carpentry	2	0	2
CAR 111 Carpentry I	3	15	8
BPR 130 Blueprint Reading	1	2	2

Total Hours Required for Certificate 12

Pg. 57, Electronics Engineering Technology (A 40 20 0)

Associate in Applied Science Degree is terminating.

Pg. 57, Electrical/Electronics Technology Certificate

This certificate can be completed in the Fall Semester each year.

Fall Semester	Class	Lab	Credit
ELC 112 DC/AC Electricity	3	6	5
ELC 113 Basic Wiring I	2	6	4
ELC 132 Electrical Drawings	1	3	2
MAT 101 Applied Math I	2	2	3

Total Hours Required for Certificate 14

Pg. 57, Computer Engineering Technology Certificate Program

Fall Semester	Class	Lab	Credit
*CIS 130 Survey of Operating Systems	2	3	3
ELN 133 Digital Electronics	3	3	4

Spring Semester

	Class	Lab	Credit
CET 111 Computer Upgrade/Repair I	2	3	3
CET 211 Computer Upgrade/Repair II	2	3	3

Total Hours Required for Certificate**13**

*There is a prerequisite of CIS 110, Intro to Computers. This can be met through a credit by exam or through the High School Articulation Agreement which gives credit for CIS 110 if a student has completed Comp. Applications in high school.

Pg. 59, Surgical Technology (D 45 74 0) (Diploma)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Graduates of this program will be eligible to apply to take the Liaison Council's Certificate Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

SUMMER

	Class	Lab	Clin.	Work	Credit
MAT 115 Mathematical Models	2	2	0	0	3
PED Elective	Varies	Varies	0	0	1
SUR 110 Intro to Surg. Tech.	3	0	0	0	3
SUR 111 Periop. Patient Care	5	6	0	0	7
					14

FALL

BIO 168 Anatomy & Phys. I	3	3	0	0	4
ENG 111 Expository Writing	3	0	0	0	3
SUR 122 Surgical Proc. I	5	3	0	0	6
SUR 123 SUR Clin. Prac. I	0	0	21	0	7
					20

SPRING

	Class	Lab	Clin.	Work	Credit
BIO 169 Anatomy & Phys. II	3	3	0	0	4
or					
COE 111 Co-op Work Exp. I	0	0	0	10	1
and					
COE 121 Co-op Work Exp. II	0	0	0	10	1
or					
COE 112 Co-op Work Exp. I	0	0	0	20	2
CIS 111 Basic PC Literacy	1	2	0	0	2
SUR 134 Surgical Proc. II	5	0	0	0	5
SUR 135 SUR Clin. Prac. II	0	0	12	0	4
SUR 137 Prof. Success Prep.	1	0	0	0	1
					14/16

Total Hours Required for Diploma**48/50****Pg. 59 Machining Technology Certificate**

This certificate can be completed in the Fall Semester each year.

FALL

	Class	Lab	Credit
MAC 111 Machining Tech. I	2	12	6
MAC 121 Introduction to CNC	2	0	2
BPR 111 Blueprint Reading	1	2	2
CIS 111 Basic PC Literacy	1	2	2
MAT 101 Applied Math I	1	2	3

Total Hours Required for Certificate**15****Pg. 60, Mechanical Drafting Technology (A 50 34 0)****FIRST YEAR****First Semester (Fall)**

	Class	Lab	Credit
CIS 110 Intro to Computers	2	2	3
^DFT 111 Tech. Drafting I	1	3	2
^DFT 112 Tech Drafting II	1	3	2
DFT 151 CAD I	2	3	3
ENG 111 Expository Writing	3	0	3
#MAT 121 Algebra/Trigonometry I	2	2	<u>3</u>
			16

Second Semester (Spring)

CIS 130 Survey of Operating Sys.	2	3	3
DFT 152 CAD II	2	3	3
PED Elective	1	0	1
+ENG 114 Professional Res. & Report	3	0	3
#MAT 122 Algebra/Trigonometry II	2	2	3
Humanities Elective	3	0	<u>3</u>
			16

Third Semester (Summer)

	Class	Lab	Credit
DDF 180 Furn Style & Design	2	0	2
DFT 161 Pattern Design & Layout	1	2	2
DFT 121 Intro to GD & T	1	2	2
DFT 211 Gears, Cams & Pulleys	1	3	<u>2</u>
			8

SECOND YEAR**First Semester (Fall)**

DFT 214 Descriptive Geometry	1	2	2
DFT 115 Architectural Drafting	1	2	2
MEC 111 Machine Processes I	2	3	3
General Elective or 3 hrs. Co-op	3	0	3
Social/Behaviorial Science Elective	3	0	3
DFT 153 CAD III	2	3	<u>3</u>
			16

Second Semester (Spring)

	Class	Lab	Credit
DDF 211 Design Drafting I	2	6	4
DFT 221 Electrical Drafting	2	6	4
MEC 110 Intro to CAD/CAM	1	2	2
COE 110 World of Work	1	0	<u>1</u>
			11

^Eight week course

+ENG 112 or ENG 113 may be substituted for ENG 114

#MAT 161 and MAT 162 may be substituted for MAT 121 and MAT 122

Total Hours Required for Graduation

67

Pg. 60, CAD Operator Certificate

	Class	Lab	Credit
CIS 110 Intro to Computers	2	2	3
#DFT 111 Technical Drafting I	1	3	2
#DFT 112 Technical Drafting II	1	3	2
DFT 151 CAD I	2	3	3
DFT 152 CAD II	2	3	3
CIS Elective			3

eight-week course

Total Semester Hours Required for Certificate

16

Pg. 60, Cosmetology Certificate Program**FALL**

	Class	Lab	Credit
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8

SPRING

	Class	Lab	Credit
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8

SUMMER

COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 260 Design Applications	1	3	2

Total Hours Required for Certificate **34**

Pg. 61, Early Childhood Associate (A 55 22 0) (Associate in Applied Science)

FIRST YEAR

First Semester (Fall)

	Class	Lab	Credit
#COE 110 World of Work I	1	0	1
#ENG 111 Expository Writing	3	0	3
*#EDU 111 Early Childhood Cred. I	2	0	2
*#EDU 144 Child Dev. I	3	0	3
*#EDU 146 Child Guidance	3	0	3
*#EDU 153 Health, Safety & Nutrition	3	0	3
#OST 132 Keyboard Skill Building	1	2	<u>2</u>
			17

Second Semester (Spring)

#COE 111 Co-op Work Exp. I	0	1	1
#COM 231 Public Spcaking	3	0	3
#MAT 115 Mathematical Models	2	2	3
*#EDU 112 Early Childhood Cred. II	2	0	2
*#EDU 131 Child, Family & Comm.	3	0	3
#EDU 145 Child Development II	3	0	3
#EDU 151(A)Creative Activities/Lab	3	2	4
or #EDU 263 Dev School-Age Prog	2	0	<u>2</u>
			17/19

Third Semester (Summer)

#CIS 110 Intro to Computers	2	2	3
#EDU 188 Issues in Early Child Ed.	2	0	2
#EDU 234 Infants, Toddlers & Twos	3	0	3
or #EDU 235 School-Age Dev & Program	2	0	2
#PED 000 Elective	1	0	<u>1</u>
			8/9

SECOND YEAR

First Semester (Fall)

	Class	Lab	Credit
ACA 111 College Student Success	1	0	1
EDU 221 Children with Special Needs	3	0	3
EDU 261 Early Childhood Admin. I	2	0	2
^ENG 112 Argument-Based Research	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	<u>3</u>
			15

Second Semester (Spring)

ART 131 Drawing I	0	6	3
EDU 262 Early Childhood Admin. II	3	0	3
PSY 241 Developmental Psychology	3	0	3
SOC 213 Sociology of the Family	3	0	3
Elective (Humanities or Fine Arts)	3	0	<u>3</u>
			15

*Required for completion of certificate

#Required for completion of diploma

^Or ENG 113 or ENG 114

Total Hours Required for Certificate	16
Total Hours Required for Diploma	42/45
Total Hours Required for Degree	72/75

Pg. 62, Foodservice Technology (D 55 25 0) (Diploma) (Offered only at Pasquotank Correctional Institution)

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions. Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control. Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

First Semester (Fall)

	Class	Lab	Credit
ENG P 101 Applied Communications	3	0	3
FST P 100 Intro to Foodservice	1	0	1
FST P 101 Intro to Baking	1	4	3
FST P 102 Basic Foodservice Skills	3	8	7
FST P 103 Safety & Sanitation	2	2	3
FST P 104 Foodservice Equipment	1	2	2
CIS P 111 PC Literacy	1	2	<u>2</u>
			21

Second Semester (Spring)

	Class	Lab	Credit
MAT P 101 Applied Mathematics	2	2	3
FST P 105 Menu Planning	4	2	5
FST P 106 Advanced Foodservice Skills	2	6	5
FST P 107 Advanced Baking	1	4	3
FST P 108 Cost Control	2	2	<u>3</u>
			19

Total Semester Credit Hours Required for Graduation 40

Foodservice Technology Certificate Program

	Class	Lab	Credit
FST P 100 Intro. to Foodservice	1	0	1
FST P 101 Intro. to Baking	1	4	3
FST P 102 Basic Foodservice Skills	3	8	7
FST P 103 Safety and Sanitation	2	2	3
FST P 104 Foodservice Equipment	1	2	2

Total Hours Required for Certificate 16

Pg. 63, Cooperative Education

Eligibility

Delete:

1. Are enrolled in six or more credit hours of college courses

Pg. 69, ACC 130 Business Income Taxes

should read:

	Class	Lab	Credit
ACC 130 Business Income Taxes	2	2	3

Pg. 73, AST 111 Descriptive Astronomy

3(3-0)

Prerequisites:

Corequisites: None

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 111A Descriptive Astronomy Lab

1(0-2)

Prerequisites:

Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Pg. 74, BIO 161 Intro to Human Biology

3(3-0)

Prerequisites: None

Corequisites: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

Pg. 75, CAR 110 Introduction to Carpentry

2(2-0)

Prerequisites: None

Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

Pg. 75, CAR 111 Carpentry I

Change hours from 9(4-15) to 8(3-15)

Pg. 75, CAR 112 Carpentry II

Change hours from 9(4-15) to 8(3-15)

**Pg. 78, CIS 172 Intro to the Internet
3(2-3)**

Prerequisites:

Corequisites: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

Pg. 79, CJC 112 Criminology

Prerequisites: None

Pg. 82

COS 122 Manicure/Nail Technology II has been changed to
COS 222 Manicure/ Nail Technology II

COS 160 Design Applications has been changed to
COS 260 Design Applications

**Pg. 83, CSC 134 C++ Programming
3(2-3)**

Prerequisites: None

Corequisites: None

This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays,

pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Pg. 83, CSC 139 Visual BASIC Programming
3(2-3)

Prerequisites:

Corequisites: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test and debug Visual BASIC language programs.

Pg. 83, CSC 148 JAVA Programming
3(2-3)

Prerequisites: None

Corequisites: None

This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

Pg. 83, CSC 234 Advanced C++
3(2-3)

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing

techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Pg. 83, CSC 239 Advanced Visual BASIC

2(2-3)

Prerequisites: CSC 139

Corequisites: None

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Pg. 83, CSC 248 Adv Internet Progr

3(2-3)

Prerequisites: CSC 134 or CSC 140 or CSC 141

Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

Pg. 85, DFT 111 Technical Drafting I

Change hours from 4(2-6) to 2(1-3)

Pg. 85, DFT 112 Technical Drafting II

Change hours from 4(2-6) to 2(1-3)

Pg. 86, DFT 151 CAD I

Change:

Prerequisites: None

Co-requisites: DFT 111/DFT 112

**Pg. 91, EDU 235 School-Age Dev & Program
2(2-0)**

Prerequisites:

Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

**Pg. 91, EDU 263 Dev School-Age Prog
2(2-0)**

Prerequisites:

Corequisites: None

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

Pg. 92, ELC 117 Motors and Controls

Prerequisites: ELC 111 or ELC 112 or ELC 131

**Pg. 96, ENG 273 African-American Literature
3(3-0)**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

**Pg. 97, FST 100 Intro to Foodservice
1(1-0)**

Prerequisites:

Corequisites: None

This course is designed to develop an understanding of the foodservice industry and its career paths. Emphasis is placed on employability skills and attitudes relating to career goals. Upon completion, students should be able to identify job opportunities, job requirements, and career paths in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 101 Intro to Baking
3(1-4)**

Prerequisites:

Corequisites: None

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 102 Basic Foodservice Skills

7(3-8)

Prerequisites:

Corequisites: None

This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operation. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 103 Safety and Sanitation

3(2-2)

Prerequisites:

Corequisites: None

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 104 Foodservice Equipment

2(1-2)

Prerequisites:

Corequisites: None

This course provides instruction in identification, effective use,

and care of foodservice equipment. Emphasis is placed on operation, maintenance, and application of standard institutional equipment. Upon completion, students should be able to demonstrate safe and efficient use of standard institutional kitchen equipment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 105 Menu Planning

5(4-2)

Prerequisites:

Corequisites: None

This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dining settings. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 106 Adv Foodservice Skills

5(2-6)

Prerequisites:

Corequisites: None

This course is designed to increase the student's level of proficiency in theory and application of foodservice skills in. Emphasis is placed on the preparation and presentation of hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 107 Advanced Baking

3(1-4)

Prerequisites:

Corequisites: None

This course provides advanced skills and techniques for preparing baked goods. Emphasis is placed on specialty breads classical desserts, pastries, and decorative finishing. Upon completion, students should be able to produce and plate a variety of quality baked items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

FST 108 Cost Control

3(2-2)

Prerequisites:

Corequisites: None

This course covers of primary costs in foodservice establishments. Topics include purchasing, receiving, storing, issuing, production, revenue, inventory control with emphasis on foodservice software. Upon completion, students should be able to apply the necessary knowledge and skills required to manage primary costs for a foodservice establishment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

Pg. 98, HEA 112 First Aid & CPR

2(1-2)

Prerequisites: None

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical

help can be obtained.

Pg. 99, LEX 130 Civil Injuries

Change hours from 2(2-0) to 3(3-0)

Pg. 100, LEX 210 Real Property I

Change hours from 2(2-0) to 3(3-0)

LEX 240 Family Law

Change hours from 2(2-0) to 3(3-0)

Pg. 103, MAT 145 Analytical Math

Course is removed from COA Catalog

**Pg. 105, MSC 110 Training Cruise I
1(0-3)**

Prerequisites: None

Corequisites: Full-time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the unique safety requirements aboard oceangoing vessels and the skills needed for oceanographic work. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific operations.

**MSC 112, Training Cruise II
1(0-3)**

Prerequisites: MSC 110

Corequisites: Full-time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and

safely conducting over-the-side biological sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use biological sampling gear.

MSC 114 Training Cruise III

1(0-3)

Prerequisites: MSC 112

Corequisites: Full-time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion, students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant.

MSC 122 Boat Handling/Seamanship

3(2-3)

Prerequisites: None

Corequisites: None

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, fire fighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine fire fighting and lifesaving equipment.

MSC 124 Industrial Skills

3(1-4)

Prerequisites: None

Corequisites: None

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems.

MSC 126 Marine Engines

2(1-2)

Prerequisites: None

Corequisites: None

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them.

MSC 132 Fishing Gear Tech I

3(2-3)

Prerequisites: None

Corequisites: None

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlin spike skills, repair netted material; and identify, design, and construct various types of biological entrapment and

entanglement gear.

MSC 134 Fishing Gear Tech II

2(1-2)

Prerequisites: MSC 132

Corequisites: None

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills need to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data.

MSC 150 Marine Navigation

3(2-3)

Prerequisites: None

Corequisites: None

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, radar, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

MSC 152 Marine Instrumentation

2(1-2)

Prerequisites: None

Corequisites: None

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data

recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements.

MSC 154 Marine Photography

3(2-2)

Prerequisites: None

Corequisites: None

This course introduces the basic concepts, processes, and techniques of photography with emphasis on marine applications. Topics include proper camera operation, composition, exposure, lighting techniques, and the processing of black and white films and papers. Upon completion, students should be able to demonstrate proficiency in the operation of a camera and portable lighting tools with consistent exposures and darkroom techniques.

MSC 162 Oceanography I

3(3-0)

Prerequisites: None

Corequisites: None

This course provides a general description of the oceans, including their origin, chemical and physical characteristics, and circulation. Topics include a history of oceanography, sea water chemistry, ocean physics, atmospheric circulation and weather, oceanic circulation, and tides. Upon completion, students should be able to describe general atmospheric circulation, the physics and chemistry of sea water, and their effect on oceanic circulation.

MSC 164 Oceanography II

2(1-2)

Prerequisites: None

Corequisites: None

This course provides a general description of the earth's interior, geological features beneath the sea, and coastal geology. Topics include bathymetry, plate tectonics, sedimentation, types of rocks and minerals, seismic profiling, waves, and coasts. Upon completion, students should be able to describe the geological features of the earth beneath the sea and the effect of waves on coasts.

MSC 172 Marine Biology

3(2-3)

Prerequisites: None

Corequisites: None

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their biological communities.

MSC 174 Marine Invertebrates Zoology

4(3-2)

Prerequisites: None

Corequisites: None

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion, students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology.

MSC 182 Water Analysis I

2(1-2)

Prerequisites: None

Corequisites: None

This course is the first of two covering the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic chemistry laboratory skills and the use of wet chemistry and field meters to measure various chemically and biologically important parameters. Upon completion, students should be able to measure pH, salinity, turbidity, dissolved oxygen, and nitrite/nitrate nutrients in natural water samples.

MSC 216 Training Cruise IV

1(0-3)

Perequisites: MSC 114

Corequisites: Full-time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samplers. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation.

MSC 218 Training Cruise V

1(0-3)

Prerequisites: MSC 216

Corequisites: Full-time Marine Technology enrollment or permission of the Department Chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel.

MSC 254 Marine Data Processing

2(1-3)

Prerequisites: CIS 111 and MSC 152

Corequisites: None

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications.

MSC 256 Cartographic/Hydro Surveying

2(1-3)

Prerequisites: None

Corequisites: None

This course covers basic surveying and cartography techniques as they apply to marine research. Topics include topographic map and bathymetric chart basics, including symbols, contours, elevations, coordinate systems, and basic survey instruments, modeling, and field projects. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct field surveys.

MSC 258 Multimedia Presentations

1(0-3)

Prerequisites: MSC 154

Corequisites: CIS 111

This course provides practical experience with a variety of visual presentation methods for scientific and generalized information presentation. Emphasis is placed on statistical data representation and effective presentations, including the use of overheads, computers, handouts, and other visual presentation methods. Upon completion, students should be able to prepare and present a color slide show, a computerized presentation,

and a scientific paper with a variety of graphics.

MSC 276 Marine Vertebrate Zoology

4(3-2)

Prerequisites: None

Corequisites: None

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion, students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean.

MSC 282 Water Analysis II

3(2-3)

Prerequisites: MSC 182

Corequisites: None

This course is the second of two covering the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include introductory microbiology techniques and the use of wet chemistry and laboratory instruments to measure various chemically and biologically important parameter. Upon completion, students should be able to culture microbes and measure levels of ions, trace metals, fluorescent dyes, and the phosphate and silicate nutrients.

Pg. 108, NET 125 Routing and Switching I

3(1-4)

Prerequisites: None

Corequisites: None

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions

of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internet working functions of the OSI Networking Layer and how they are performed in a variety of router types.

Pg. 108, NET 126 Routing and Switching II
3(1-4)

Prerequisites: NET 125

Corequisites: None

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

Pg. 110, OST 134 Text Entry & Formatting
change hours from 4(3-2) to 3(2-2)

Pg. 111, OST 241 Medical Office Transcription I

Change prerequisites to:

MED 122, OST 132, OST 164, and OST 136

OST 243, Medical Office Simulation

Change prerequisites to:

OST 148 and OST 241

OST 286 Professional Development
3(3-0)

Prerequisites: None

Corequisites: None

This course covers the personal competencies and qualities

to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, business communication, professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

PHY 110* Conceptual Physics

change hours from 4(3-2) to 3(3-0)

Pg. 118, PSY 281 Abnormal Psychology

3(3-0)

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Pg. 121, SUR 110 Introduction to Surgical Tech.

	Class	Lab	Clinical	Credit
delete	2	0	0	2
add	3	0	0	3

Pg. 121, SUR 111 Periop Patient Care

	Class	Lab	Clinical	Credit
delete	6	0	7	5
add	5	6	0	7

Pg. 121, SUR 122 Surgical Procedures I

	Class	Lab	Clinical	Credit
delete	3	0	6	5
add	5	3	0	6

Pg. 121, SUR 123 SUR Clinical Practice I

	Class	Lab	Clinical	Credit
delete	0	21	7	0
add	0	0	21	7

Pg. 122, SUR 134 Surgical Procedures II

	Class	Lab	Clinical	Credit
delete	3	0	6	5
add	5	0	0	5

Pg. 122, SUR 135 Clinical Practice II

	Class	Lab	Clinical	Credit
delete	0	12	4	0
add	0	0	12	4

Kim,

April 16

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Board Room